



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY,
TRADE AND ECONOMIC DEVELOPMENT

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

2005 Housing Rehabilitation Grant Application Handbook

September 2004

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Director

**WASHINGTON STATE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2005 HOUSING REHABILITATION GRANT APPLICATION**

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SECTION I:

CDBG GENERAL PROGRAM INFORMATION

This section provides an overview of the Housing Rehabilitation Grant Program. Use the information in this section to determine jurisdiction and project eligibility. The information provided includes:

- Part A. CDBG General Program Information**
- Part B. Chart and Lists of Eligible and Ineligible Jurisdictions**
- Part C. Overview of Eligible and Ineligible Activities**

SECTION I: PART A. CDBG GENERAL PROGRAM INFORMATION

COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING REHABILITATION GRANT

PURPOSE

Small cities, towns and counties have limited resources and capacity to address local housing needs. The Washington State Community Development Block Grant Program (CDBG) provides funds for housing rehabilitation programs to assist these communities to preserve and maintain their existing housing stock.

I. PROGRAM REQUIREMENTS

Program Beneficiaries

CDBG funded projects must principally benefit low- and moderate-income (LMI) persons, which is one of the CDBG national objectives (Title I, Housing and Community Development Act of 1974, as amended). Eligible projects must meet the following requirements:

- ★ Projects must have a direct benefit that clearly focuses on benefiting at least 51 percent (51%) low- and moderate-income households. Low- and moderate-income is defined as below 80 percent (80%) of the median income for the county.

Eligible Applicants

- ★ Eligible applicants for Housing Rehabilitation Grant funds are cities and towns with less than 50,000 population or counties with less than 200,000 population provided that the cities, towns and counties *do not* participate in HUD Urban County Consortiums.
- ★ Non-profit organizations, tribal governments, and special purpose organizations, such as public housing authorities, port districts, community action agencies, for-profit organizations, and economic development councils, are only eligible to apply under the sponsorship of eligible local government jurisdictions. Eligible jurisdictions may also choose to involve these organizations in the operation of projects funded under the program.

Eligible Properties

Eligible properties for CDBG grant funding include residential owner-occupied and non-owner-occupied housing, including manufactured housing that is part of the community's permanent housing stock.

Eligible Activities

CDBG funds may be used for substantial rehabilitation, minor home repairs, emergency repairs, weatherization and lead-based paint mitigation activities.

Ineligible Activities

In general, any activity not described in the reference above, or any activity which does not benefit low-income persons, is ineligible for consideration. In addition, grants may not be used to fund:

- New housing construction (including service connections);
- Cost of equipment;
- Furnishings; or
- Personal property that is not an integral fixture, such as: window air conditioners, washers or dryers, or the installation of luxury items.

Funding Levels

Funding levels will be based with on a jurisdiction's demonstrated need, a realistic work plan, budget, and timetable for completion of activities. CDBG Housing Rehabilitation grants are limited to up to \$500,000 per request. The amount requested must not exceed the maximum CDBG investment of:

- \$25,000 per household benefited, or
- \$35,000 per household for houses requiring lead-based paint mitigation.

Project Evaluation

All applications are reviewed on a first-come first-served basis. Applications will be funded based upon relative need, project readiness to proceed, program funding availability and if the application meets the program's high score standard of 65 out of 100 points. Critical elements of the project evaluation process include a determination that:

- ★ The local capacity to manage the program is in place;
- ★ The project is ready to be fully implemented;
- ★ The project principally benefits low-and moderate-income households; and
- ★ The application meets the program's high score standard

Threshold Review

All CDBG Housing Rehabilitation grant applicants must meet CDBG threshold requirements and submit appropriate documentation. An application checklist is located on page 11.

NOTE: The threshold requirements include conducting a public hearing that should be scheduled early in the application process.

Application Parts to Submit

1. Threshold Documentation
 - Project Summary Form
 - Resolution with Certifications of Compliance
 - Community Data Summary Form
 - Citizen Participation Documentation
 - Disclosure Report
 - Income Survey Worksheet, if applicable
 - Low- and Moderate-Income Households Benefit Table
2. Narrative Statements
3. Work Plan
4. Budget Forms

Rating Process

The rating process is an evaluation of each application using criteria described in the application instructions. An applicant must receive at least 65 points (out of a total of 100) in order to receive funding.

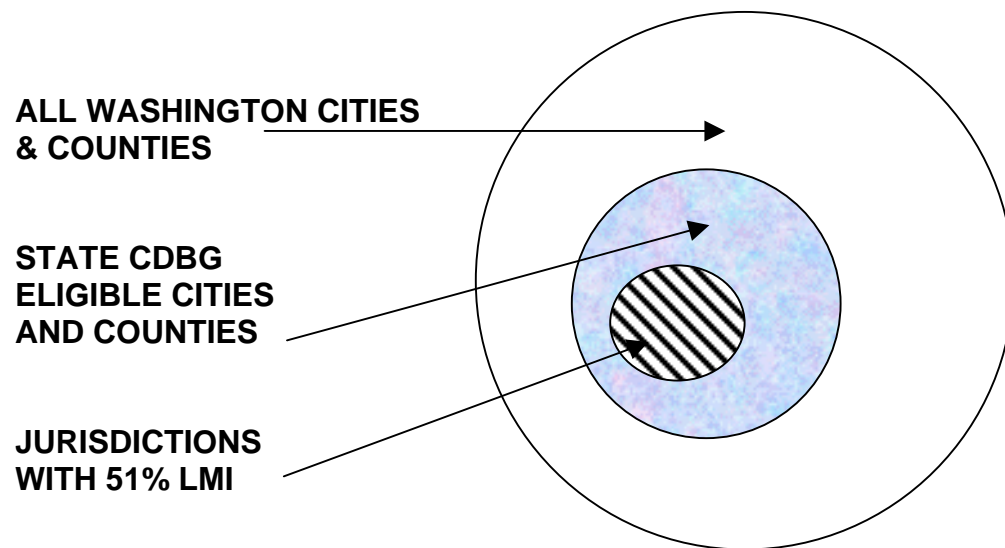
Applicants will be evaluated and assigned points based on the following:

Need	25 Points
Capacity	25 Points
Readiness	25 Points
Results	<u>25</u> Points
	100 Points

SECTION I: PART B. CHART AND LISTS OF ELIGIBLE AND INELIGIBLE JURISDICTIONS

CHART OF ELIGIBLE AND INELIGIBLE JURISDICTIONS

The chart below shows the relationship between eligible and ineligible Washington State communities and is to be used as reference when reviewing the requirements and lists within this application handbook. As a reference, it may help to review the complete list of eligible and ineligible jurisdictions on the next two pages.



Lists Of Eligible And Ineligible Jurisdictions

1. Eligible Jurisdictions

a. Non-Entitlement Cities and Towns:

Aberdeen	Garfield	Nooksack	Tieton
Albion	George	North Bonneville	Toledo
Almira	Goldendale	Northport	Tonasket
Asotin	Grand Coulee	Oakesdale	Toppenish
Benton City	Grandview	Oak Harbor	Tumwater
Bingen	Granger	Oakville	Twisp
Blaine	Hamilton	Ocean Shores	Union Gap
Brewster	Harrah	Odessa	Uniontown
Bridgeport	Harrington	Okanogan	Vader
Bucoda	Hartline	Omak	Waitsburg
Burlington	Hatton	Oroville	Walla Walla
Cashmere	Hoquiam	Othello	Wapato
Castle Rock	Ilwaco	Palouse	Warden
Cathlamet	Ione	Pateros	Washtucna
Centralia	Kahlotus	Pe Ell	Waterville
Chehalis	Kalama	Pomeroy	West Richland
Chelan	Kelso	Port Angeles	Westport
Chewelah	Kettle Falls	Port Townsend	White Salmon
Clarkston	Kittitas	Prescott	Wilbur
Cle Elum	Krupp	Prosser	Wilson Creek
Colfax	Lacey	Pullman	Winlock
College Place	La Conner	Quincy	Winthrop
Colton	La Crosse	Rainer	Yelm
Colville	Lamont	Raymond	Zillah
Conconully	Langley	Reardan	
Concrete	Leavenworth	Republic	
Connell	Lind	Ritzville	
Cosmopolis	Long Beach	Riverside	
Coulee City	Lyman	Rock Island	
Coulee Dam	Lynden	Rosalia	
Coupeville	Mabton	Roslyn	
Creston	Malden	Royal City	
Cusick	Mansfield	Sedro Woolley	
Davenport	Marcus	Selah	
Dayton	Mattawa	Sequim	
East Wenatchee	McCleary	Shelton	
Electric City	Mesa	Soap Lake	
Ellensburg	Metaline	South Bend	
Elma	Metaline Falls	South Cle Elum	
Elmer City	Montesano	Sprague	
Endicott	Morton	Springdale	
Entiat	Moses Lake	St. John	
Ephrata	Mossyrock	Starbuck	
Everson	Moxee	Stevenson	
Farmington	Naches	Sumas	
Ferndale	Napavine	Sunnyside	
Forks	Nespelem	Tekoa	
Friday Harbor	Newport	Tenino	

b. Non- Entitlement Counties:

Adams	Ferry	Klickitat	Skagit
Asotin	Franklin	Lewis	Skamania
Benton	Garfield	Lincoln	Stevens
Chelan	Grant	Mason	Thurston
Clallam	Grays Harbor	Okanogan	Wahkiakum
Columbia	Island	Pacific	Walla Walla
Cowlitz	Jefferson	Pend Oreille	Whatcom
Douglas	Kittitas	San Juan	Whitman
			Yakima

2. Ineligible Jurisdictions

a. Entitlement Cities and Towns:

Airway Heights	Duvall	Marysville	Sammamish
Algona	Eatonville	Medical Lake	Sea Tac
Anacortes	Edgewood	Medina	Seattle
Arlington	Edmonds	Mercer Island	Shoreline
Auburn	Enumclaw	Mill Creek	Skykomish
Bainbridge	Everett	Millwood	Snohomish
Island	Fairfield	Milton	Snoqualmie
Battle Ground	Federal Way	Monroe	South Prairie
Beaux Arts	Fife	Mount Vernon	Spangle
Village	Fircrest	Mountlake	Spokane
Bellevue	Gig Harbor	Terrace	Stanwood
Bellingham	Gold Bar	Mukilteo	Steilacoom
Black Diamond	Granite Falls	Newcastle	Sultan
Bonney Lake	Hunts Point	Normandy Park	Sumner
Bothell	Index	North Bend	Tacoma
Bremerton	Issaquah	Olympia	Tukwila
Brier	Kennewick	Orting	University Place
Buckley	Kent	Pacific	Vancouver
Burien	Kenmore	Pasco	Washougal
Camas	Kirkland	Port Orchard	Waverly
Carbonado	La Center	Poulsbo	Wenatchee
Carnation	Lake Forest-	Puyallup	Wilkeson
Cheney	Park	Redmond	Woodinville
Clyde Hill	Lake Stevens	Renton	Woodland
Covington	Lakewood	Richland	Woodway
Darrington	Latah	Ridgefield	Yacolt
Deer Park	Longview	Rockford	Yakima
Des Moines	Lynnwood	Roy	Yarrow Point
Du Pont	Maple Valley	Ruston	

b. Entitlement Counties:

Clark	Kitsap	Snohomish
King	Pierce	Spokane

SECTION I: PART C. OVERVIEW OF ELIGIBLE AND INELIGIBLE ACTIVITIES

ELIGIBLE ACTIVITIES

NOTE: Title 1 of the Housing and Community Development Act of 1974, as amended through 1992, is the Congressionally adopted statute from which most of the CDBG program regulations are developed. Section 105(a) of the Act identifies eligible activities.

What type of projects can be funded?

The following list identifies the most common types of eligible activities:

- ★ Housing - CDBG funds may be used to rehabilitate public or privately-owned, single- or multi-family housing units, commercial buildings and other non-residential structures. Substantial housing rehabilitation, lead-based paint mitigation, minor home repairs, energy conservation improvements and removal of architectural barriers are eligible rehabilitation activities. Also eligible is the cost of connecting residential structures to available water and sewer lines. Rehabilitation assistance may be provided in the form of grants, loans, loan guarantees or interest supplements.

Projects to provide permanent low-cost housing opportunities for low- and moderate-income families such as shared housing, housing cooperatives, mobile home parks, manufactured housing, and self-help housing programs may also be assisted by CDBG. Activities in support of new housing construction, such as land acquisition and off-site improvements, are eligible. New construction of the housing itself and on-site improvements are generally ineligible. With HUD approval, CDBG funds may be used to fund new housing construction when such activities are undertaken by eligible

- (1) neighborhood-based nonprofit organizations,
- (2) small business investment companies, or
- (3) local development corporations.

(Prospective applicants are advised to contact CDBG Program staff when considering new housing construction.)

- ★ Comprehensive - Comprehensive projects include activities listed in at least two of the other categories. (For example, neighborhood revitalization by improving streets, sewer, water and housing is considered comprehensive.) These activities must be related and coordinated to achieve more results than would be possible when addressed individually.

- ★ Other Eligible Activities
 - Public Services
 - Local Match
 - Administration
 - Property Acquisition
 - Barrier Removal

INELIGIBLE ACTIVITIES

What types of projects cannot be funded with CDBG funds?

- ⊗ New Housing Construction - CDBG funds generally may not be used to construct new housing units. In certain circumstances, with HUD's approval, CDBG funds may be used for the substantial reconstruction of housing owned and occupied by low- and moderate-income persons. Activities in support of new housing construction may also be eligible under certain conditions. Communities considering applications for these activities should consult with CDBG program staff before proceeding.
- ⊗ Regular Government Operations - CDBG funds may not be used to fund the ongoing responsibilities of general local government.
- ⊗ Maintenance and Operation - Maintenance and operation expenses of public or community facilities are not eligible, with the exception of an eligible public service activity.
- ⊗ Equipment - The purchase of motor vehicles, equipment or furnishings not permanently attached to a building is ineligible except when necessary as part of an eligible public service activity or for fire protection. Park equipment such as bleachers or picnic tables purchased with CDBG funds must be permanently affixed.
- ⊗ Government Buildings - Government buildings such as courthouses, city halls, county administrative buildings, and other buildings used predominantly for the general conduct of government are not eligible for CDBG assistance except for the removal of architectural barriers that deny access to the disabled.
- ⊗ Income Payments - CDBG funds may not be used for income payments such as payment for income maintenance, housing allowances, down payments or mortgage subsidies.
- ⊗ Political Activities - CDBG funds may not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities.

SECTION II:

APPLICATION SUBMISSION

This section provides specific information as to application deadlines and format. It also contains a checklist that should be used to assure that all application materials have been included prior to submittal.

- Part A. Application Submission Guidelines**
- Part B. Application Checklist**

SECTION II: PART A. APPLICATION SUBMISSION GUIDELINES

WHEN IS MY APPLICATION DUE?

- ★ Applications will be accepted and awarded on a funds available basis during 2005. There are no due dates or designated application windows.

HOW MANY AND WHERE TO SEND

Submit **one original** (signed in ink) and **one copy** of the Housing Rehabilitation Grant Application to:

Leona Moon, CDBG Program
Department of Community, Trade and Economic Development
906 Columbia Street SW
Post Office Box 42525
Olympia, Washington 98504-2525

Application materials and forms may be requested via email or CD disk by contacting Laurie Dschaak at (360) 725-3020 or email at lauried@cted.wa.gov.

WHAT ARE THE FORMAT REQUIREMENTS?

- Print Size – No smaller than 10 characters per inch (12 point, as it appears on this page).
- Spacing – Double space.
- Total number of narrative pages, not including the work plan or budgets, should not exceed 25.
- Source Documentation – Provide all source documents as attachments. If the documents exceed two pages, excerpt or summarize them and note the source(s).
- Letters of Support – Letters documenting participation or support by sectors of the community or letters verifying contribution of resources are appropriate. These letters should be submitted as attachments to the application.

WHAT ORDER SHOULD APPLICATION PARTS BE ASSEMBLED?

Assemble the following parts of the CDBG Housing Rehabilitation application in the order listed below:

General Project Information

1. Project Summary Form
2. Resolution with Certifications of Compliance
3. Disclosure report
4. Community data summary form
5. Citizen participation documentation
6. Low- and Moderate-Income Benefit Table

Need Statement (See page 41 for specific information)

- Description of hardship/existing need
- Clarity and evidence of the need
- Documentation about who is affected, especially low- and moderate-income households
- Locally identified priority

Capacity Statement (See page 42 for specific information)

- How is need related to local capacity?
- How has the community addressed the need on their own?

Readiness Statement (See page 43 for specific information)

- Options that have been considered
- Why is the proposed option the best?
- Is the project ready to go?
- Work plan form
- Budget form

Results Statement (See page 45 for specific information)

- Outputs
- Outcomes
- Measurement of success

CDBG Project Budget Forms (See pages 46-52 for specific information)

- CDBG project budget
- Operations budget form

Contact List (See page 53 for specific information)

Benefit To Low- and Moderate-Income Households

- Low- and Moderate-Income Households Benefit Table is always a required form (See page 36)
- Narrative explanation of how information was derived

Attachments

- Documentation supporting narrative statements
- Maps
- Proof of enrollment in the National Flood Plain Insurance program, if applicable

What application requirements are most often overlooked by jurisdictions?

The Application Checklist on the next page can be used as a quick reference for the most frequently omitted CDBG application requirements.

SECTION II: PART B. APPLICATION CHECKLIST

APPLICATION CHECKLIST (For Applicant Use Only)

		YES	NO
1.	Is the lead applicant an eligible jurisdiction?		
2.	Is the Project Summary Form complete and signed by the authorized Chief Administrative Official? (An original signature must be on this form.)		
3.	Does the application contain a copy of the signed resolution, with Certifications of Compliance adopted through formal action by the governing body (i.e., city council, county board of commissioners), which certifies compliance with state and federal laws and requirements?		
4.	Has the lead applicant submitted only one Housing Rehabilitation Grant application this year?		
5.	Does the application contain only eligible activities and costs as per CDBG guidelines?		
6.	Has evidence of enrollment in the National Flood Plain Insurance program been provided if the project is located in a flood plain?		
7.	Has the CDBG Disclosure Report been completed and included in the application?		
8.	Has the Community Data Summary Form been completed and included in the application?		
9.	Has the required citizen participation documentation been enclosed with the application and does it meet the minimum requirements?		
10.	Are the appropriate parts and forms complete and assembled in the appropriate order as listed on pages 9-10?		
11.	Does the project benefit principally low- and moderate-income persons?		
12.	Does each listed activity benefit at least 51 percent (51%) or greater low- and moderate-income households?		
13.	Does the application include the Low- and Moderate-Income Benefit Table?		
14.	Is a clear, readable map of the jurisdiction and the target area included in the application?		
15.	Does the application package contain one original and one copy ?		

SECTION III:

GENERAL APPLICATION INSTRUCTIONS, REQUIREMENTS AND FORMS

This section contains the following application instructions, requirements and forms that must be completed and returned as part of the application package:

- Part A. Project Summary Form
- Part B. Sample Resolution with Certifications of Compliance and Instructions
- Part C. Community Data Summary Form
- Part D. Citizen Participation Requirements
- Part E. CDBG Disclosure Report and Instructions
- Part F. Low- and Moderate-Income Requirements

To receive a copy of Sections III and IV via email or on disk, please contact Laurie Dschaak at (360) 725-3020 or lauried@cted.wa.gov.

- September 2004

PROJECT SUMMARY FORM INSTRUCTIONS

The Project Summary Form serves as the cover page for the application and should be the first page inside the cover.

1. The applicant jurisdiction must be a non-entitlement city or county (see pages 5-6). The Tax Identification number is usually a "91-" number.
2. Provide information on the person to be contacted, should more information regarding the threshold requirements or project proposal be needed by the CTED staff. If funded, this person will also be listed as the contact person for the CDBG contract.
3. Provide information on any subrecipient organization that will benefit from the project or receive CDBG funds as a pass through.
4. Provide information on the consultant used to develop the proposal, if applicable.
5. List the month and day of the beginning and end dates of the applicant's fiscal year.
6. List the numbers of the state and congressional districts.
7. Provide a brief project summary, highlighting what is to be accomplished and the major elements of the project.
8. Check the appropriate project category.
9. Indicate which CDBG Program national objective this application addresses. Also list the percentage of low- and moderate-income (LMI) benefit, as documented with the Low Income Persons/Households Benefit Table. All Housing Rehabilitation grants must address the national object of "principally benefiting low- and moderate-income households" by meeting threshold requirements. It is not necessary to address more than one national objective.
10. List the project budget. These amounts must correspond with the Budget Form on page 48.
11. List the Census Tract(s) and Block Group(s) for the project area. Sources of assistance are the local or county planning office, the U.S. Census website: (<http://www.census.gov/>) or the State Data Center/Census 2000 website: (<http://www.ofm.wa.gov/census2000/index.htm>). The State Data Center telephone number is (360) 902-0592.
12. List number of persons, households, persons qualifying as low- and moderate-income (LMI) and households qualifying as LMI that will benefit from the project. These numbers should match the LMI numbers listed on your Low- and Moderate-Income Benefit Table, page 36.
13. This form must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator, or city manager as applicable). **An original signature must be submitted.** Please clearly state the official's name and title.

SECTION III: PART B. SAMPLE RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE AND INSTRUCTIONS

SAMPLE COMMUNITY DEVELOPMENT BLOCK GRANT RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE

WHEREAS, (name of city, town, or county) is applying to the state Department of Community, Trade and Economic Development for funding assistance;

WHEREAS, it is necessary that certain conditions be met as part of the application requirements;

WHEREAS, (name of chief administrative official and title) is authorized to submit this application to the State of Washington on behalf of (name of city, town, or county);

NOW, THEREFORE, be it resolved that the (name of city, town, or county) authorizes submission of this application to the state Department of Community, Trade and Economic Development to request \$ (amount of funding requested) to (project description), and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

Has provided opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a)(2)(3) of the Housing and Community Development Act of 1974, as amended); has complied with all public hearing requirements and provided citizens, especially low- and moderate-income persons, with reasonable advance notice of and the opportunity to present their views during the assessment of community development and housing needs, during the review of available funding and eligible activities, and on the proposed activities;

Has provided technical assistance to citizens and groups representative of low- and moderate-income persons that request assistance in developing proposals;

Will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, and will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable

state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act of 1974, as amended; and

Will provide, upon request, and prior to any obligation of funds being made, a complete and accurate CDBG Federal Funds Disclosure Report detailing the required applicant/grantee information and, as appropriate, other government assistance provided or applied for, interested parties and expected sources, and uses of funds.

(Name of city, town, or county) designates (name of city manager, county administrator, mayor) as the authorized Chief Administrative Official and the authorized representative to act in all official matters in connection with this application and (name of city, town or county)'s participation in the State of Washington CDBG Program.

Signature_____ Date_____

Name_____

Title_____

Attested_____ Date_____

RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE INSTRUCTIONS

The applicant's local legislative body must pass a resolution authorizing the chief administrative official to submit the CDBG application to CTED and certifying compliance with state and federal laws and specific program requirements. See Section V: Appendix B for a summary of these federal and state regulations.

Retype the sample resolution provided on the previous page, inserting local and project specific information as indicated. This resolution may be reformatted to meet the jurisdiction's requirements for official resolutions.

The resolution must be signed by the authorized chief administrative official, and a signed copy must be included with the application. The chief administrative official is the mayor, county commission chair, county administrator or city manager.

SECTION III: PART C. COMMUNITY DATA SUMMARY FORM

The Community Data Summary Form provides general demographic and financial information regarding the applicant jurisdiction and the project.

The information is used by the CDBG review team to analyze and compare similar projects.

1. GENERAL DEMOGRAPHICS

- a. Population in jurisdiction _____
- b. Population in the target area if smaller or larger than the jurisdiction (Line 15 of Income Survey Worksheet) _____
- c. Number of households in jurisdiction _____
- d. Number of households in the target area if smaller or larger than the jurisdiction _____
- e. Percent of residents by ethnic background
_____ % Hispanic _____ % Non-Hispanic
- f. Percent of residents by racial origin within the jurisdiction or target area
_____ % White _____ % Black/African American
_____ % Asian _____ % American Indian/Alaskan Native
_____ % Asian & White _____ % Black/African American & White
_____ % American Indian/Alaskan Native & Black/African American _____ % Other

Data for the above form can be found by accessing the 2000 U.S. Census Bureau website at www.census.gov and then following these directions:

Click on the "Income link within the "People" category.
Scroll down to the Census 2000 (Your Gateway to Census 2000).
Click on the word "Profiles" (in Demographic Profiles).
Select Washington State, type in the jurisdiction name, and hit GO.
Once the Selected Area is listed, click on the jurisdiction name.

- g. Jurisdiction unemployment rate for the most current year [from the State of Washington Employment Security Department: (360) 902-9670]. _____

2. LOCAL FINANCIAL CONDITION

Note: Applications in support of a special purpose district need answer only those questions applicable to the target district. If the jurisdiction is not authorized under state law to levy any one of the following taxes or rates, insert N/A in the appropriate space.

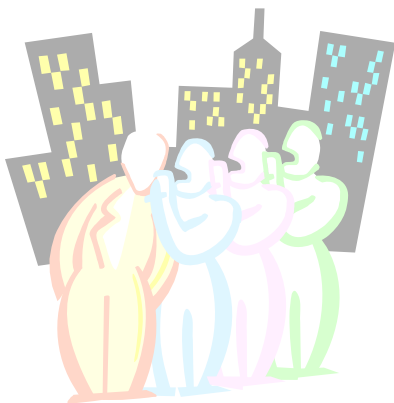
- | | | |
|---|-------|----|
| a. Total current regular-levy property tax rate per \$1,000 assessed valuation. | _____ | |
| b. <u>Maximum</u> regular levy property tax rate per \$1,000 valuation.
The amount which <u>can be</u> obligated. | _____ | |
| c. Does the current rate reflect an increase from the prior year equivalent to the 101 percent (101%) levy increase limit in CH.84.55.RCW? (Circle one) | YES | NO |

3. FLOOD PLAIN INSURANCE PROGRAM

- | | | |
|--|-----|----|
| a. Will the proposed project affect a flood plain? (Circle one) | YES | NO |
| b. Will the proposed project be located in a flood plain? (Circle one) | YES | NO |

If the answer to either (a) or (b) is YES, then the jurisdiction must be enrolled in the National Flood Plain Insurance Program, and **documentation of enrollment must be provided.**

SECTION III: PART D. CITIZEN PARTICIPATION REQUIREMENTS



The contents of Part D include detailed information as to how to meet the federally mandated citizen participation requirements. Immediately following the requirements you will find sample notices and handouts.

Review ALL the materials with the staff person responsible for public hearings and establish a timeline for completion. You can't start on this aspect of your application too soon.

To apply for CDBG funds, a jurisdiction must show it has involved its citizens in the CDBG application process and complied with the specific federal citizen participation requirements outlined in 24 CFR 570.486. These regulations are provided in the sample handout on page 28. The purpose of these citizen participation activities is to inform the residents and the decision-makers of the availability of CDBG funds and to provide residents the opportunity (especially low- and moderate-income persons) to present potential projects and input on proposed projects.

If a jurisdiction intends to apply for more than one type of CDBG grant during the same year, it is advisable to contact the CDBG office to discuss how to coordinate these citizen participation and public hearing requirements.

SUMMARY

The minimum citizen participation requirements for the submission of a CDBG application are:

1. Conduct at least one public hearing prior to submission of the CDBG application. This hearing must be held at a convenient time and location to encourage citizen participation.
2. Publish an official announcement of the hearing, providing reasonable advance notice. A sample public hearing notice with required language is provided on page 25.
3. Distribute information on the availability of CDBG funds and the eligible uses at the public hearing. Sample fact sheets are provided on pages 26-28. The hearing minutes must reflect that these handouts were distributed at the public hearing.
4. **Review local demographic data to determine if it is reasonable to expect a significant number of non-English speaking residents to participate in the public hearing and advertise and conduct the public hearing in accordance with this determination. Detailed guidance on providing and documenting outreach and accommodation for non-English speaking residents is provided on pages 67-69.**

5. Adopt a grievance procedure for the use of CDBG funds. A sample grievance procedure is provided on page 29.
6. Document that the notice was published and the hearing was held. A documentation checklist is provided below.

Required citizen participation documentation to be submitted with the application:

- ✓ A copy of the public hearing minutes, including a statement that the CDBG required handouts were distributed.
- ✓ A copy of the affidavit of publication or the notice from the paper.
- ✓ The Outreach and Accommodation for Non-English Speaking Residents form, documenting the review and determination of local data on non-English speaking populations, the list of outreach steps (if applicable) and accommodations made.
- ✓ A copy of the jurisdiction's adopted Grievance Procedure.

See the following pages for more important information on these requirements. ⇒

DETAILED INFORMATION ON THE REQUIREMENTS

1. Public Hearing Logistics

What is a public hearing? – A public hearing is a meeting of a governmental body during which the public is invited to the council or board of county commissioners, who will primarily listen and receive public input. A public hearing may be held as part of a regularly scheduled public meeting where official decisions may then be made or where it is elected to make a decision at a subsequent meeting.

Who must conduct the hearing? – The applicant city, town or county. Although some applications are developed by other community organizations or special districts, these organizations cannot conduct the hearing and have it meet CDBG requirements.

When must the hearing be held? – Prior to submission of the CDBG application and within 18 months of the application submittal date.

Where must the hearing be held? – The hearing location must be accessible to persons of disability. The location must also be convenient for persons likely impacted by the proposed project. This is particularly relevant for a county proposing a project in a community that is far from the county seat.

2. Public Hearing Notice

When must the advance notice be made? – Generally, a legal notice is published at least one week prior to the hearing date. The notice must meet the local public hearing notice requirements.

Where must the notice be made? – The hearing must be well-advertised, generally in the official local paper. In addition, public notice can be made using community bulletin boards, local newsletters, billing statements, newspaper articles or door-or-door distribution. Residents within those areas in which CDBG funds are proposed to be used, especially the low- and moderate-income persons, should be encouraged to attend or provide comment.

What must the notice say? – A sample notice is provided on page 25.

3. Public Hearing Purpose

What must the CDBG hearing cover? – The hearing is to obtain citizens' views and respond to proposals and questions. It must cover community development and housing needs and the availability of CDBG funds. The CDBG Program handout materials are to be distributed. Additional handout materials describing the proposed project(s) are advisable. A copy of the handout information in Spanish is provided in Appendix C and in English on pages 26-28.

4. Meeting the Needs of Non-English Speaking Residents

All applicants must complete the **Outreach and Accommodation Form** on pages 23-24. This form provides guidance on meeting this requirement, lists potential outreach steps and accommodations and outlines how to document the efforts. The CDBG public hearing should not be advertised or conducted without first ensuring appropriate outreach and accommodations are accomplished.

The federal regulations on page 28 state that, "Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate." The applicant jurisdiction must review local demographic data and consider the potential impacts of the proposed project to determine the appropriate outreach steps and accommodations to meet the needs of non-English speaking residents.

Data on the number and percent of non-English speaking residents in a jurisdiction can be found by accessing the 2000 Census website at www.census.gov and then following these directions:

- Click on the Income heading within the "People" block.
- Scroll down to Census 2000 (Your Gateway to Census 2000) and **click on the word Profiles** (of "Demographic Profiles").
- Select Washington State, type in the jurisdiction name and hit GO.
- Once the "Selected Area" is listed below, click on the jurisdiction name.
- Once the tables come up, scroll down the subject column to the "LANGUAGE SPOKEN AT HOME" heading and identify the other languages spoken, such as Spanish.
- Under the language category, look for the percentage of the population that speaks English less than "very well."
- Use these percentages to determine whether specific outreach or additional accommodations are necessary to meet the needs and encourage participation from non-English speaking residents.

Contact the CDBG office for assistance in accessing and interpreting this data.

5. Grievance Procedure

What must the procedure do? – The grievance procedure must provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable. A sample procedure to be adopted is provided on page 29.

√ **NOTE:** If funded, an additional public hearing will be required towards the end of the project to review and receive comments on the project's performance. This final public hearing should be included in your proposal's Work Plan. Also if funded, a public hearing would be required if activities are proposed to be added, deleted or substantially changed from the original proposal.

CITIZEN PARTICIPATION FORMS AND SAMPLE DOCUMENTS

See the following pages for assistance in meeting the requirements ⇒

√ **HELPFUL HINT:** Plan for the required initial public hearing NOW! Decide the hearing date and then work backward to determine when and how the public announcement must be published to allow sufficient notice time and outreach.

**OUTREACH AND ACCOMMODATION
FOR NON-ENGLISH SPEAKING RESIDENTS FORM**

This form documents the applicant jurisdiction's determination whether additional public hearing outreach and accommodations for local non-English speaking residents are required and lists the outreach steps and accommodations provided. The federal regulations on page 28 state that, "Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate." The CDBG Program benefits low- and moderate-income persons and strongly encourages a jurisdiction to make efforts to receive input on community needs from minority populations. To meet the CDBG requirements for outreach and accommodation for non-English speaking residents, the jurisdiction must:

- √ Complete and submit this form with the application,
- √ Properly advertise the public hearing (see the sample public hearing notice's accommodation clause options) and submit a copy of the notice with the application; and
- √ Follow the public hearing notice and provide any necessary accommodations at the public hearing.

Significant Population - General guidance is if 2000 Census data show that more than 10 percent of the jurisdiction's population speak English less than "very well" or if more than 10 percent of the project's targeted population speak English less than "very well," then it is reasonable to expect and encourage a significant number of non-English speaking residents to participate. In such cases, special outreach and accommodations are recommended to inform this population of the opportunity to receive information on the CDBG Program and input on the proposed project. (See B. and D. below.)

OUTREACH - Complete either A. or B., as applicable.

A. To document that targeted outreach to non-English speaking residents is NOT necessary, check the box and provide any additional explanation:

- ☐ Data on local non-English speaking populations, including 2000 Census Data, demonstrate that it is NOT reasonable to expect a significant number of non-English speaking residents to attend the CDBG application public hearing. See page 22 for assistance on accessing 2000 Census Data.

Explain below any local circumstances that contribute to your interpretation of the data:

If you were able to check Box A. above, you can skip B. and complete C.

B. To document the outreach steps taken when it is expected non-English speaking residents will participate in the public hearing, check the boxes that apply:

- ☐ The CDBG public hearing notice was advertised in an alternate language.
- ☐ The CDBG public hearing was announced on an alternate language radio or television station.
- ☐ The CDBG public hearing notice in an alternate language was posted in advance at the following locations to target the non-English speaking population:

Location

Date Posted

- ☐ Members of organizations and advocacy groups representing non-English speaking populations were invited to attend the CDBG public hearing.
- ☐ Leaders and interested parties from the minority community were directly invited to attend the CDBG public hearing.
- ☐ Other:

ACCOMMODATIONS - Complete either C. or D., as applicable.

C. For jurisdictions where it is determined a significant number of non-English speaking residents are NOT expected to participate (Box A is checked above), the following minimum accommodation was made available:

- ☐ The CDBG public hearing notice states that arrangements to reasonably accommodate the needs of special classes of citizens, including handicap accessibility or interpreter, will be made upon advance notice request. **Submit** a copy of the affidavit of publication or a copy of the actual notice from the paper to document.

D. For jurisdictions where a significant number of non-English speaking residents are expected to participate (Box B is checked above), the following accommodations were all made:

- ☐ The CDBG public hearing notices state that an interpreter will be available (*even without advance request*). **Submit** a copy of the affidavit of publication or a copy of the actual notice from the paper; and
- ☐ CDBG public hearing handouts were available in the alternate language at the public hearing. Sample handouts in Spanish are available in Appendix C.
- ☐ Other:

SAMPLE PUBLIC HEARING NOTICE

Additional information can be added to these required clauses to meet specific local announcement needs and to encourage participation.

NOTE: If a jurisdiction intends to apply for more than one type of CDBG grant during the same year, it is advisable to contact the CDBG office to discuss how to coordinate these citizen participation and public hearing requirements.

Where/When:	NOTICE IS HEREBY GIVEN that a public hearing will be held by the (<i>city council/county board of commissioners</i>) in the (<i>council chambers/hearing room</i>), (<i>location</i>), on (<i>date and time</i>).
Basic Clause:	The purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from low- and moderate-income persons and persons residing in the (<i>name of area</i>) area.
Clause describing the availability of funds and eligible uses:	Grant dollars may be available to the (<i>city/county</i>) on a statewide basis to fund public facility, housing, economic development or community facility projects that principally benefit low- and moderate-income persons.
Comment Clause:	The draft application for the (<i>project name</i>) proposal will be available for review at the (<i>location – government office and/or library</i>), (<i>time and date</i>). Comments may also be submitted in writing to (<i>city/county</i>), (<i>time period</i>).
Accommodation Clause:	
For applicants who checked box C. in the Outreach and Accommodation Form.	The (<i>council chambers/hearing room</i>) is handicap accessible. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving twenty-four (24) hour advance notice. Contact (<i>name</i>) at (<i>number, location</i>).
OR	
For applicants who checked box D. in the Outreach and Accommodation Form.	A (insert alternative language) interpreter will be available. The (council chambers/hearing room) is handicap accessible. Additional arrangements to reasonably accommodate special needs will be made upon receiving twenty-four (24) hours advance notice. Contact (name) at (number, location).



washington state department of community, trade and economic development

Community Development Block Grant

Local Government Division

For More Information

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Introduction

The Washington State Community Development Block Grant (CDBG) Program provides funds on a competitive basis for local housing, public and community facilities, economic development, and planning projects that principally benefit low- and moderate-income households.

The Washington State CDBG Program is funded by the U.S. Department of Housing and Urban Development (HUD). The purpose of the state CDBG Program is to improve and maintain the economic and physical environment of eligible, non-entitlement cities and counties in order to enhance the quality of life for low- and moderate-income (LMI) residents and, as a result, benefit the entire community.

Funds Available

Approximately \$18 million in federal funding has been historically distributed on an annual basis through the following **proposed** grant funds:

- **General Purpose Grant** **\$7,500,000**
 Contact: Bill Prentice
 Annual grant cycle during which eligible applicants may request up to \$1,000,000 per application for local housing, public facilities, community facilities, or economic development/microenterprise projects principally benefiting low- and moderate-income persons. The application due date for the 2005 grant cycle is November 18, 2004, with awards announced mid-March 2005.
- **Community Investment Fund Grant** **\$5,169,030**
 Contact: Janice Roderick
 Provides technical and financial assistance to eligible communities of up to \$1,000,000 per application throughout the year on a funds available basis for priority community and economic development projects identified through the Washington Community Economic Revitalization Team (WA-CERT) or Rural Enterprise Community Initiatives. Assistance is coordinated with the department's Resource Team. Technical assistance is provided through the WA-CERT scoping process and on-site visits.
- **Planning-Only Grant** **\$ 600,000**
 Contact: Janice Roderick or Sheila Lee-Johnston
 Provides funds to eligible communities on a funds available basis for a wide range of planning activities that address public health and safety issues; improve essential services to low- and moderate-income individuals; complete a necessary and specific step within a broader community development strategy; or meet a planning requirement that will principally benefit LMI persons. Grants of up to \$35,000 are available, based on type of project. Consortium of eligible applicants may request up to \$50,000.

- **Imminent Threat Grant** **\$ 300,000**
Contact: Bill Prentice
Provides funds to address unique emergencies posing a serious and immediate threat to public health and safety on a funds availability basis. Upon formal Declaration of Emergency, costs can be covered for a temporary repair or solution while funding for a permanent fix is secured.
- **Housing Enhancement Grant** **\$1,000,000**
Contact: Sharon Robinson or Dwight Edwards
Companion funds to support priority applications submitted to the Washington State Housing Trust Fund.
- **Housing Rehabilitation Grants Program** **\$1,500,000**
Contact: Dwight Edwards
Funds to support local housing rehabilitation activities. Grants of up to \$500,000 can be awarded annually.
- **Public Services Grant** **\$1,775,000**
Contact: Kaaren Roe
Grants made available through counties to 15 community action agencies serving non-entitlement areas for activities serving low- and moderate-income people. Funding provided by formula and administration coordinated with the state Community Services Block Grant Program.
- **Administrative One Percent Set-aside for Technical Assistance**
One percent of the state's annual allocation of CDBG funding is used to provide technical assistance to CDBG eligible jurisdictions.
- **Business Loan Portfolio**
Contact: Dan Riebli
Four types of block grant lending instruments are currently used in Washington to assist business:
 - CDBG Float-Funded Activity Program
 - Loans from the Rural Washington Loan Fund
 - HUD Section 108 Guarantee Loans
 - Regional Microenterprise Development Grants

Eligibility Guidelines

- Eligible applicants are Washington State cities and towns with less than 50,000 in population or counties with less than 200,000 in population that are non-entitlement jurisdictions or are not participants in a HUD Urban County Entitlement Consortium.
- Non-profit organizations, Indian tribes, and special purpose organizations such as public housing authorities, port districts, community action agencies, and economic development councils, are not eligible to apply directly to the CDBG Program for funding. However, eligible jurisdictions may choose to serve Indian tribes within their jurisdiction or to involve the other organizations in the operation of projects funded under the program.
- Projects must principally benefit low- and moderate-income persons. Low- and moderate-income is defined as 80 percent of county median income.
- Applicants may submit one request per fund each program year.

Federal Citizen Participation Requirements for Local Government Applicants to the State CDBG Program

Federal Regulations 24 CFR 570.486 (a)

- (a) *Citizen participation requirements of a unit of general local government.* Each unit of general local government shall meet the following requirements as required by the state at Sec. 91.115(e) of this title.
- (1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
 - (2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
 - (3) Furnish citizens information, including but not limited to:
 - (i) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
 - (ii) The range of activities that may be undertaken with the CDBG funds;
 - (iii) The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
 - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Sec. 570.488.
 - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
 - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
 - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. ***Substantially changed*** means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
 - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

SAMPLE GRIEVANCE PROCEDURE

This grievance procedure is intended to serve as a guide and should be revised to reflect local circumstances and to incorporate any applicable state or local laws.

1. Submit complaints in writing to the designated official (such as the city manager, city/county clerk, or county executive) for resolution. A record of the complaints and action taken will be maintained. A decision by the designated official will be rendered within 15 working days.
2. If the complaint cannot be resolved to your satisfaction by the designated official:
 - It will be forwarded to a committee appointed by the governing body. This committee's membership, its ground rules or procedures for hearing complaints, and how the committee can be contacted will be available to the public. The committee will be directed to hear such complaints in an objective, public manner, and after adequate public notice. A written decision will be made within 30 working days. Proceeding of the committee will be recorded and maintained.

OR

- The complaint will be heard and discussed by the governing, elected body at an open, public meeting. A written decision will be made within 30 working days. The decision of the governing body is final.
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

Adopted this _____ day of _____, 200____.

(Signature of Chief Administrative Official)

(Title)

Attest: _____

Section III: Part E. HUD Disclosure Report and Instructions

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 12/31/2006)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report ☐ or an Update Report ☐

1. Applicant/Recipient Name, Address, and Phone (include area code):

() -

2. Social Security Number or
Employer ID Number:

- -

3. HUD Program Name

4. Amount of HUD Assistance
Requested/Received

5. State the name and location (street address, City and State) of the project or activity:

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☐ Yes ☐ No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9

☐ Yes ☐ No.

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However**, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:

Date: (mm/dd/yyyy)

X

****Note: This certification must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator, or city manager)**

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is optional. The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance):

General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. **NOTE:** In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of

Section III: Part E. HUD Disclosure Report and Instructions

funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

SECTION III: PART F. LOW- AND MODERATE-INCOME REQUIREMENTS



CDBG Housing Rehabilitation Grant applications must document how the project will principally benefit low- and moderate-income (LMI) households.

Low- and moderate-income (LMI) is defined as income up to 80 percent (80%) of the median county income by household size. Appendix A lists the 2004 LMI limits for each county, as defined by HUD.

LMI Housing

Require information on household income and residency of homeowners (or renters and affordable rent levels, if applicable) to establish eligible LMI households or housing units. For multiple unit housing projects, over half of the units must benefit LMI households.

Examples include:

- Payment of infrastructure improvement assessments for LMI owner-occupied homes. (*an area benefit exception*).
- Housing rehabilitation – The rehabilitation of single- and multi-family residences occupied by owner or renter LMI households.
- Acquisition – The acquisition of property to be used for permanent housing to be occupied principally by owner or renter LMI households.
- Side service connections – The construction cost to hook-up and install or rehabilitate the side connections for owner or renter LMI households.

Required documentation:

1. Complete the Low- and Moderate-Income Benefit Table on page 36.
2. Attach a description of the methodology used to establish principal benefit to LMI or the process to determine eligible LMI households or jobs, as instructed in Row I and Row J of the Low- and Moderate-Income Benefit Table on page 36.

INCOME SURVEY WORKSHEET
(See instructions on next page.)

NOTE: This Income Survey Worksheet is required only when an income survey is being used to document benefit.

1. Enter the current estimated total number of households in the service area. 1. _____
2. Enter the total number of households interviewed. 2. _____
3. Enter the total number of low- and moderate-income households interviewed. 3. _____
4. Enter the total number of persons living in the low- and moderate-income households interviewed. 4. _____
5. Enter the total number of households interviewed in which the income was above the low- and moderate-income level. 5. _____
6. Enter the total number of persons living in the households interviewed in which the income was above the low- and moderate-income level. 6. _____
7. Divide Line 4 by Line 3. (This is the average size of low- and moderate-income households interviewed.) 7. _____
8. Divide Line 6 by Line 5. (This is the average size of non-low- and moderate-income households interviewed.) 8. _____
9. Divide Line 3 by Line 2. (This is the percentage of households interviewed that have low- and moderate-incomes.) 9. _____
10. Divide Line 5 by Line 2. (This is the percentage of households interviewed that do not have low- and moderate-incomes.) 10. _____
- 11. Multiply Line 1 by Line 9. (This is the estimate of the total number of low- and moderate-income households in the service area.) 11. _____**
12. Multiply Line 1 by Line 10. (This is the estimate of the total number of non-low- and moderate-income households in the service area.) 12. _____
13. Multiply Line 7 by Line 11. (This is the estimate of the total number of low- and moderate-income persons in the service area.) 13. _____
14. Multiply Line 8 by Line 12. (This is the estimate of the total number of non-low- and moderate-income persons in the service area.) 14. _____
15. Add Line 13 and Line 14. (This is the estimate of the total number of persons in the service area.) 15. _____
16. Divide Line 13 by Line 15, and multiply the resulting decimal by 100. (This is the approximate percentage of persons in the service area who have low- and moderate-incomes.) 16. _____

INSTRUCTIONS: INCOME SURVEY WORKSHEET

The Income Survey Worksheet provides a summary of the results from an income survey conducted by the applicant jurisdiction to document the number and percentage of low- and moderate-income persons and households in a proposed project service area.

To complete the worksheet, follow the instructions provided in each of the numbered sentences on the worksheet. If HUD's 2000 Census Data is used to determine low- and moderate-income (LMI) status for the target area, or if the total project is a direct benefit, the Income Survey Worksheet does not have to be completed.

Income surveys must be the most recently conducted since January 2001.

NOTE: Jurisdictions seeking funds from U.S. Rural Development (RD) sometimes conduct surveys to determine the median income level. One survey can be conducted to meet both CDBG and RD requirements by simply asking for the actual household income and the number of persons in the household.

LOW- AND MODERATE-INCOME BENEFIT TABLE

(See instructions on next page.)

A Activity	Non-Housing Activities			Housing Activities			D Total CDBG Dollars Requested	E Total Funds to Benefit LMI Persons/ Households	F HUD National Objective
	B-1 Total Number of Persons Benefited	B-2 Number of LMI Persons Benefited	B-3 Benefit Index % for Persons	C-1 Total Number of Households Benefited	C-2 Number of LMI Households Benefited	C-3 Benefit Index % for Households			
	N/A	N/A	N/A						

G. Total Project Benefit to Low- and Moderate-Income Persons/Households:

Total of Column E \$_____ divided by total of Column D \$_____ = _____%

H. Average CDBG Investment Per Household Benefited:

Total of Column D \$_____ divided by the highest line item total of Column C-1 _____ = \$_____ per household.

I. When the benefit in Column C-3 is less than 100 percent (100%), attach a listing of all data sources and a description of methods used to generate data for this table. See the instructions for more detail.

J. When the benefit in Column C-3 is 100 percent (100%), attach a description of the process to be used to determine LMI eligibility.

LOW- AND MODERATE-INCOME BENEFIT TABLE INSTRUCTIONS

The information contained in this table will be used for the threshold review of low- and moderate-income (LMI) benefit for each activity. To determine the benefit to LMI persons or households, applicants must provide existing documentation, conduct an income survey with an adequate methodology and response rate, or describe the method to be used for establishing income eligibility. If the means for determining benefit is not adequate, the activity to which the benefit applies will be eliminated from consideration or the entire application may not be accepted. At a minimum, 51 percent (51%) of the beneficiaries of each activity must have low or moderate incomes. Each calculation must be based on reliable and verifiable data. Consult CDBG Program staff with questions regarding computations.

Follow the specific instructions for Housing activities below. (For more information on eligible housing activities, see the Overview of Eligible and Ineligible Activities on pages 7-8.) **Note: Columns for Non-Housing Activities are not applicable for this application.**

Column A: List each project activity including general administration. (Examples are water improvements, acquisition, community facilities, etc.)

Column B-1: Not Applicable.

Column B-2: Not Applicable.

Column B-3: Not Applicable.

For Housing Activities

Column C-1: For each housing activity, enter the total number of **housing units** or **households**.

Column C-2: For each housing activity, enter the total number of LMI **housing units for LMI households**. For more information on eligible housing activities, see the Overview of Eligible and Ineligible Activities on pages 7-8.

For multiple unit housing projects, over half of the units must benefit LMI households. Please contact CDBG Program staff for more specific requirements.

For 100% direct benefit activities, the number of households in Column C-1 and C-2 should be the same.

Column C-3: For each housing activity, enter the Benefit Index (%) for **households**.

Calculate the Benefit Index for housing activities by dividing the number in Column C-2 by the number in Column C-1.

When the activity provides a direct benefit to only LMI households, enter 100 percent (100%).

NOTE: To determine the benefit index for general administration, use the benefit index listed for the activity with the highest dollar amount in Column D (Total CDBG Request).

Column D: List the total amount of CDBG funds that will be used for each activity.

Column E: For each housing activity, calculate the Total Funds to Benefit LMI **households**, by multiplying Column C-3 by Column D.

Column F: For each activity, indicate the number of the national objective it meets. (In most cases, the activity will meet the first national objective.)

1. Principally benefits persons of low- and moderate-income households;

2. Eliminates slums or blight; or
3. Meets urgent community development needs that are a threat to public health or safety.

Row G: To calculate the Total Project Benefit to Low- and Moderate-Income Persons/Households for the entire project, divide the total of Column E by the total of Column D.

Row H: To calculate the Average CDBG Investment Per Household Benefited, divide the total of Column D by the highest line item total from Column C-1. This average amount must be less than the maximum limit for the activity as identified on page 2: "maximum CDBG investment per household benefited."

Row I: Attach a listing of all data sources, a description of methods used to generate data and the basis for the activities' principal benefit to LMI persons and/or households. This must be complete to pass threshold review.

When an INCOME SURVEY is used: **Submit the following documentation** of the survey process:

1. A sample of the survey tool, tallying the number of responses by household size.
2. A written description of the survey process, describing how the universe was defined and efforts to ensure randomness.
3. The Income Survey Worksheet (page 34).

When CENSUS DATA is used: List the census tract(s) and provide associated maps.

If a proposed project, such as a community center, is to provide space that will benefit the entire area but also is to provide space that targets lower income or special need clientele, then the Low- and Moderate-Income Benefit Table must document that either the entire project can qualify as an area benefit project OR that area data and income qualification data can be combined in proportion to the space used to demonstrate the project's overall benefit to low- and moderate-income persons. A description of the methods used to establish the benefit for each specific activity must be attached to this Table.

Row J: When the benefit listed in C-3 of this table is 100%, describe the process and income levels to be used to establish LMI eligibility. Use attachments as necessary.

SECTION IV:

APPLICATION NARRATIVE

Provides specific questions and rating criteria that must be addressed in the application. It is strongly recommended that the applicant contact the CDBG project managers listed below. More points will be given to applicants demonstrating measurable and quantifiable information and supporting documentation.

The following information includes:

- Part A. Narrative Instructions**
- Part B. Narrative Statements**
- Part C. CDBG Project Budget Forms and Instructions**
- Part D. Project Work Plan**
- Part E. Contact List for Funding Resources, Partners and Interested Parties**

- **Dwight Edwards (360) 725-3011 or dwighte@cted.wa.gov**
- **Sharon Robinson (360) 725-3010 or sharonr@cted.wa.gov**

To receive a copy of Section III and IV via email or on disk, please contact Laurie Dschaak at (360) 725-3020 or lauried@cted.wa.gov.

SECTION IV: Part A. NARRATIVE INSTRUCTIONS

CDBG Housing Rehabilitation Grants will be awarded to the projects that attain the highest comparative scores as determined by criteria outlined in the following narrative section. In order to receive funding, projects must demonstrate that they meet the following conditions:

- There is a compelling need for public assistance;
- A feasible technical solution to the problem or opportunity being addressed has been identified and agreed to by affected citizens, the local government and the appropriate regulatory agencies;
- There is a clear and feasible plan for implementing the project and maintaining its operation into the foreseeable future; and
- There is credible evidence that the results will be commensurate to the amount of public funds requested.

An applicant must demonstrate that all of these conditions have been met in order to be considered for funding. The best way to satisfy this requirement is to sequentially respond to the questions provided within the narrative section of this CDBG Housing Rehabilitation Grant application handbook.

The Housing Rehabilitation Grant application narrative is one of the most critical parts of a jurisdiction's application. The narrative section must tell the story of a project well enough to be compared to other Housing Rehabilitation Grant projects. For this purpose, questions have been formulated to help an applicant attain the highest possible score for its proposal.

Responses provided by applicants to the questions will be rated using specific criteria that cover four parts or statements of a project application, stating:

- The need for the project;
- Capacity of the applicant to implement and support the project;
- Readiness to proceed with implementation; and
- The results if funded.

Taken together, these four statements form the basis of any good project, not just a CDBG project.

The application rating criteria are presented at the beginning of each statement or narrative section, followed by a list of questions. The questions relate directly to the criteria and are meant to clarify what specific information is needed in order for an application to be given a score. Inadequate or missing information will likely mean a lower score.

It is recommended an applicant use the questions as a guide to organize its information. The questions are meant to assist in developing a project and should not require the assistance of a professional grant writer. By working with the questions sequentially, it should be possible for an applicant to tell where its proposed project is strong (or weak) in terms of overall development.

All applicants must provide answers to the questions within Section IV, Part B. The applicant's narrative response must include completed budget forms, work plan, operating budget form and contact list, each of which is provided.

A maximum of 100 points will be assigned to each complete application. A minimum score of 65 points must be achieved in order to receive a CDBG Housing Rehabilitation Grant. Points will be assigned to each applicant's narrative statement using the rating criteria that immediately precedes each of the four narrative statements. During the rating process, people whose names are provided on the application contact list may be contacted to verify or provide additional information regarding an application. Experts may also be contacted to assist in the evaluation and rating of applications.

SECTION IV: Part B. NARRATIVE STATEMENTS

NEED Statement

RATING CRITERIA

The applicant's "NEED" statement will be evaluated on a competitive basis using the following criteria (25 points):

- A comparison of the relative hardship* (difficulty) and frequency** (pervasiveness) of the identified need.
- Whether or not mandated corrective actions have been ordered.
- Clarity of the need, evidence of the need and credibility of documentation.
- Documentation as to whom is affected by the need, including both the impact on the community at large and low- and moderate-income persons. Estimation of what would happen if nothing were done.

<p>* Hardship (difficulty) = Extreme privation; suffering. We are looking for ways to quantify your problem.</p> <p>** Frequency (pervasiveness) = How often something occurs. Does your need occur occasionally or every day?</p>
--

When formulating a NEED statement, consider the following:

Your project will be evaluated on how frequently the problem occurs and its severity. Be as clear as possible in describing the need that is to be addressed with CDBG resources – with documentation. Describe only what this need means within your service area – do not dwell on global aspects of your need such as national polls or data. Stay focused on quantifying and qualifying what is happening in your immediate service area. Tell your story!

Describe the situation, providing data to backup your statements. Be sure to include:

1. What is the problem? Define the area affected – maps can be helpful.
2. Who is affected? Tell us the **number of people** affected, **how** they are affected and **how often** they are affected.
3. How are low- and moderate-income people affected?
4. What is the extent of the need?
5. What hardships are people experiencing?
6. Are there regulatory orders to address this need? Complete the Contact List, page 53. Include the name, phone number and e-mail address of the appropriate contact from any agency that has issued a compliance order related to your project. What are the consequences if these orders are not addressed?
7. Is this project a priority for the community and how was that decided?
8. Explain what will happen if nothing is done.

CAPACITY Statement

RATING CRITERIA

The applicant's "CAPACITY" statement will be evaluated on a competitive basis using the following criteria (25 points):

- Past efforts and/or attempts to address the need.
- Whether or not the jurisdiction (and participating sub-recipients) has/have the capacity and authority to address the need on its own.
- Capacity of the jurisdiction (or responsible sub-recipient) to operate and manage the project into the foreseeable future.
- Financial need – availability (or unavailability) of local resources.

When formulating a CAPACITY statement, consider the following:

Projects will be compared to others based on the ability of the jurisdiction to handle the identified need on its own using its own resources, balanced with evidence of actual past effort to do as much as was reasonably possible. Capacity should be explained in terms of staff, experience, money (including local ability to acquire debt and charge fees), equipment and infrastructure.

Describe the local capacity to address the identified need, using facts and data to support your statements. (For example: history of utility rates or fees, local indebtedness, etc.) Be sure to include:

1. How is the need related to local capacity?
2. How able is your community to meet this need on its own? Has the community already done everything that can be done locally? What specifically is the gap between need that can be met locally and the assistance needed from CDBG?
3. What resources do you have and are they committed to this project? If not, why not?
4. Do you have the staff capacity to address this need? Explain the organizational capacity of the responsible parties needed to implement and maintain your project.
5. Describe past efforts to address this need.
6. What incremental steps could you take on your own without outside funding?
7. How will the community support the on-going operations and maintenance of the project for at least ten (10) years?
8. If there will be a subrecipient, describe the relationship between the sub-recipient and applicant and who will have what responsibilities, including grant administration, procurement, oversight, etc.

READINESS Statement

RATING CRITERIA

The applicant's "READINESS" statement will be evaluated on a competitive basis using the following criteria (25 points):

- Certainty that the project as proposed is technically feasible, cost effective and the most appropriate alternative.
- Evidence that the time between contract award and the point at which the public benefits will begin is minimal.
- Completeness of the Work Plan Narrative and Work Plan Form.
- Demonstration that the proposed project is consistent with past planning efforts or, if not, the clear reason why.
- Documentation demonstrating strong agreement among all interested and affected parties that the project as proposed is necessary and appropriate.
- Thoroughness of the Budget Narrative and Budget Forms.
- Extent to which all necessary financial and non-financial project participants are firmly committed and involved at the point of application.
- Whether or not the necessary relationships between the organizations needed to make the project work in the long-term are clearly established and appropriate.

When formulating a READINESS statement, consider the following:

It is imperative that CDBG resources be put to use as quickly as possible. The overall need for community development resources is great. The program is committed to funding those projects that have the highest likelihood of rapidly producing a public benefit. Every effort should be made on the part of the applicant to think through and prepare its project to move immediately from concept to operation once an award is made. Projects that are truly ready to go are those that are planned, thought through and have executed agreements between all other essential participants prior to completing an application. It is incumbent upon the applicant to convince the CDBG program that its project is feasible, approved by stakeholders and ready to proceed.

In explaining the readiness of your project to proceed from concept to operation, be sure to address:

1. What options have been considered?
2. Why is your proposed option the best?
3. Complete the Work Plan Form and narrative. At what point are you now?
4. Is this project ready to go? How long will it take to implement? If it is not ready to proceed, what else must be done before it is?

5. Complete the budget forms. Explain assumptions, list funding sources pursued and commitment of funding sources. Complete the Contact List, page 53. Include the name, phone number and e-mail address of the appropriate contact for each of the funding sources and/or project partners to which you have submitted an application and from which you have received a funding commitment. Provide documentation of funds already committed.
6. Is this project identified in your comprehensive plan or other plans? Which plans?
7. If relevant, are regulatory agencies in agreement that the proposed solution is the right solution?
8. If site acquisition is part of the overall project, document that you have site control, such as a sales and purchase agreement. If there is no site control, describe how and when a site will be secured.

RESULTS Statement

RATING CRITERIA

The applicant's "RESULTS" statement will be evaluated on a competitive basis using the following criteria (25 points):

- Degree of certainty that the project will produce outputs* and outcomes** that are commensurate with the amount of public resources provided and secured.
- Benefit of the project to persons and households that are both above and below the low- and moderate-income level within the intended service area.
- Methods that will be used to measure results and how this information will be used and reported.
- Relationship between the proposed project approach and the degree to which it will meet the applicant's need.

* Outputs = things that you can count (quantity). For example, the number of people to be served by a project.

** Outcomes = How people will benefit from the project (quality). For example, **what difference will the project make in an individual's life?**

When formulating a RESULTS statement, consider the following:

The CDBG program will be comparing the return on investment from your project as quantified and qualified in terms of public benefit. Make your case as best you can as to why this is the most important and best use of CDBG resources. Describe **how**, as well as **how many**, people (or households) will benefit. For example, will the project save them money through reduced utility rates, or will parents have an opportunity to place their children in a childcare facility and consequently be able to work? In every instance, explain how many (quantify) and explain why this is better than the current situation (qualify).

Give consideration to the following:

1. How will this project **make a difference** in people's lives?
2. **How many** people will benefit? How many households will benefit?
3. To what extent does the project address the specific needs identified in the need component of your narrative?
4. As an organization, how will you keep the project on track? What milestones will you set for yourself?
5. How will you evaluate your project's success?
6. Explain how the project's expected outcomes and outputs are commensurate with the amount of CDBG funds being requested.

SECTION IV: Part C. CDBG PROJECT BUDGET FORMS AND INSTRUCTIONS

This part of the Housing Rehabilitation application instructions, requirements and forms provide guidance for completing the CDBG project budget components:

1. The CDBG Budget Assumptions—Component 1
2. The CDBG Project Budget Form—Component 2

All applicants **must** complete budget Components 1 and 2.

NOTE: Submit budget assumptions with the application.

COMPONENT 1. THE BUDGET ASSUMPTIONS INSTRUCTIONS

The assumptions provide a description of how the budget was determined. It should include an explanation and a cost estimate for each line of the CDBG Project Budget Form, and the Operations Budget Form, if applicable. The budget assumptions provide detail for each source of funds, the corresponding dollar amount and explain how the different sources will be utilized.

The assumptions should include the following:

- Explanation of why the budget is reasonable and appropriate, considering the scope, substance and duration of the proposed project.
- Explanation of why this request is reasonable and appropriate, especially if the maximum amount is requested.
- State the assumptions that support line item calculations. Be detailed and specific.
- Provide a brief description of any proposed purchase of equipment that would cost over \$300.

(This application package does not contain a sample budget assumptions format.)

APPLICANTS MUST PROVIDE THOROUGH BUDGET ASSUMPTIONS FOR EACH LINE ITEM.

NOTE: Submit this form with the application.

COMPONENT 2: CDBG PROJECT BUDGET

Number of Months of Project Duration:				
	Source 1	Source 2	Source 3	Total
	CDBG			
General Administration				
(CDBG contract execution, files and record keeping, civil rights compliance)				
Project Administration				
(Project manager, consultant fees, subrecipient fees, environmental review, housing rehabilitation administration)				
Architectural Fees				
Engineering Fees				
Acquisition				
Relocation				
Architectural Barrier Removal				
Housing Rehabilitation				
Water/Sewer Side Connections				
Sewer Improvements				
Water Improvements				
Street Improvements				
Fire Protection				
Community Facilities				
Commercial/Industrial Facilities				
Revolving Loan Fund Program				
Public Services				
Planning				
Other, list				
Total				

COMPONENT 2: CDBG PROJECT BUDGET FORM INSTRUCTIONS

The CDBG Project Budget Form is used to provide the total budget of the proposed CDBG project, and is divided between activity costs (such as general administration, project administration, public facilities construction or housing rehabilitation).

When determining costs for the Project Budget Form, applicants should indicate only the level of funding necessary to carry out the project. The grant request must be sufficient either by itself or in combination with other proposed funding sources to assure effective administration and completion of the proposed project within the contract period.

Complete the Project Budget Form as follows: list CDBG costs in the Source 1 column and estimated costs associated with other sources (as well as the name of the other source) in the Source 2 and Source 3 columns, as needed.

Project Duration - Enter the total number of months the project will take to complete. (Project should be completed within two [2] years.)

General Administration - Grantees should carefully complete this line item. In addition to identifying administrative expenditures, it will serve as a guide for preparing the contract and for project monitoring in the event the proposal is funded. "General Administration" is distinct from "Project Administration" that is defined on the next page.

If applying for CDBG administrative funds, applicants should keep in mind that grant recipients are expected to stay within this budget; administrative costs are not normally changed during the life of the project.

The following is a list of eligible general administration activities:

- Review and execution of the CDBG contract;
- Establishment of CDBG files and record keeping;
- Compliance with civil rights activities including fair housing activities, Section 504, ADA, and Title VI; and
- Contract closeout activities.

The general administration line item does not include the administrative costs for project activities such as housing, economic development, community facilities or public facilities. General administration does not include any costs associated with the preparation of a CDBG application. ***The application preparation costs are ineligible under CDBG guidelines.*** Please contact CDBG program staff if you have questions concerning administration costs.

All applicants must complete the administrative line item whether they are requesting CDBG funds for administration or not. General administration costs can be covered through local or in-kind contributions.

Items to include when computing the general administration line item include:

- *Personal Services* - Compute all salaries, wages and fringe benefits to be paid for general administration of the grant.
- *Office Costs* - Compute the costs of supplies. Include postage costs, telephones, equipment leasing costs, printing and publication costs, and office costs. Publishing Fair Housing resolutions can also be costly and should be considered when preparing the budget.
- *Professional Services* - Compute consultant costs, legal costs and audits costs. Generally, engineering and other technical services should be entered under engineering and other technical services line items.
- *Other* - Applicants should take into consideration any other administrative costs or expenses which may be incurred prior to administrative close-out.

Enter total costs calculated for general administration and enter the total under the general administration line item.

Project Administration - Enter all costs that are directly related to implementation of the CDBG project.

The following is a list of eligible project administration activities:

- Conducting environmental reviews and preparing environmental review documents;
- Attending grant management training workshops;
- Processing payment vouchers;
- Ensuring labor standards compliance; and
- The costs of processing applications for direct benefit projects and conducting inspections.

Architectural Fees - Enter all costs associated with the use of an architectural firm.

Engineering Fees - Enter the total engineering costs associated with the project.

Acquisition - Enter total purchase price, include the appraisal costs in addition to any closing costs associated with the acquisition of property. Explain all costs listed in the Budget Assumptions.

Relocation - List all costs associated with relocation. If you are unsure if relocation is applicable, contact the CDBG program staff.

Architectural Barrier Removal - Enter costs associated with removing architectural barriers to bring facilities into compliance with the Americans with Disabilities Act.

Housing Activities - Enter all costs associated with housing activities. If there are administrative, planning, architectural or engineering costs directly associated with a specifically listed housing activity, include those costs on the appropriate line item. Explain all housing activity costs in the Budget Assumptions.

NOTE: If a subrecipient will be used to administer housing activities, submit a separate project administration line item for the subrecipient's administration.

Water/Sewer Side Connections - Enter costs associated with the replacement or construction of water or side service connections. This includes all work done on private property. If there are administrative, planning, architectural or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

Sewer Improvements - Include all costs associated with construction or rehabilitation of the sewer system. If there are administrative, planning, architectural or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

Water Improvements - Enter costs associated with construction or rehabilitation of the water system. If there are administrative, planning, architectural or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

Street Improvements - Enter costs associated with construction or rehabilitation of streets. If there are administrative, planning, architectural or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

Fire Protection - List all costs associated with fire protection, such as fire protection equipment or fire protection vehicles. Explain all fire protection activity costs in the Budget Assumptions.

Other - List costs associated with any other activity not listed above, such as clearance, flood control or drainage activities or parking. Explain all activities in the Budget Assumptions.

Total Project Budget - Enter total for each source and the total grant request on the line provided.

SECTION IV: Part D. PROJECT WORK PLAN

The Work Plan form should be supported with a Work Plan Narrative to clarify the listed actions and provide additional details.

PROJECT WORK PLAN		
Actions	Dates (From – To)	Responsible Party(s)

**SECTION IV: Part E. CONTACT LIST FOR FUNDING RESOURCES, PARTNERS
AND INTERESTED PARTIES**

CONTACT LIST FOR FUNDING RESOURCES, PARTNERS AND INTERESTED PARTIES		
Program	Contact Person	Phone Number and E-mail

SECTION V:

APPENDICES

- Appendix A: 2004 Low- and Moderate-Income Limits**
- Appendix B: Federal and State Regulations**
- Appendix C: Public Hearing Material (Spanish Version)**

SECTION V: APPENDIX A. 2005 LOW-AND MODERATE-INCOME LIMITS

Appendix A: 2005 Income Limits									
COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
ADAMS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
ASOTIN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
BENTON	50	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80	34,650	39,600	44,550	49,500	53,500	57,450	61,400	65,350
CHELAN	50	18,950	21,650	24,350	27,050	29,200	31,400	33,550	35,700
	80	30,300	34,600	38,950	43,300	46,750	50,200	53,650	57,150
CLALLAM	50	17,900	20,500	23,050	25,600	27,650	29,700	31,750	33,800
	80	28,650	32,750	36,850	40,950	44,250	47,500	50,800	54,050
CLARK	50	23,750	27,150	30,550	33,950	36,650	39,400	42,100	44,800
	80	38,000	43,450	48,900	54,300	58,650	63,000	67,350	71,700
COLUMBIA	50	18,500	21,100	23,750	26,400	28,500	30,600	32,750	34,850
	80	29,550	33,800	38,000	42,250	45,600	49,000	52,400	55,750
COWLITZ	50	19,250	22,000	24,750	27,500	29,700	31,900	34,100	36,300
	80	30,800	35,200	39,600	44,000	47,500	51,050	54,550	58,100
DOUGLAS	50	18,000	20,550	23,150	25,700	27,750	29,800	31,850	33,900
	80	28,800	32,900	37,000	41,100	44,400	47,700	51,000	54,300
FERRY	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
FRANKLIN	50	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80	34,650	39,600	44,550	49,500	53,500	57,450	61,400	65,350
GARFIELD	50	17,850	20,400	22,950	25,500	27,550	29,600	31,600	33,650

SECTION V: APPENDIX A. 2005 LOW-AND MODERATE-INCOME LIMITS

Appendix A: 2005 Income Limits									
COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
	80	28,550	32,650	36,700	40,800	44,050	47,350	50,600	53,850
GRANT	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
GRAYS HARBOR	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
ISLAND	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
JEFFERSON	50	18,650	21,300	24,000	26,650	28,800	30,900	33,050	35,200
	80	29,850	34,100	38,400	42,650	46,050	49,450	52,850	56,300
KING	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
KITSAP	50	22,250	25,400	28,600	31,750	34,300	36,850	39,350	41,900
	80	35,550	40,650	45,700	50,800	54,850	58,950	63,000	67,050
KITTITAS	50	18,850	21,550	24,250	26,950	29,100	31,250	33,400	35,550
	80	30,200	34,500	38,800	43,100	46,550	50,000	53,450	56,900
KLICKITAT	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
LEWIS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
LINCOLN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
MASON	50	17,600	20,150	22,650	25,200	27,200	29,200	31,200	33,250
	80	28,200	32,250	36,300	40,300	43,550	46,750	50,000	53,200

SECTION V: APPENDIX A. 2005 LOW-AND MODERATE-INCOME LIMITS

Appendix A: 2005 Income Limits									
COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
OKANOGAN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PACIFIC	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PEND OREILLE	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PIERCE	50	21,750	24,850	27,950	31,050	33,550	36,000	38,500	41,000
	80	34,800	39,750	44,700	49,700	53,650	57,650	61,600	65,600
SAN JUAN	50	21,050	24,050	27,050	30,050	32,450	34,850	37,250	39,650
	80	33,650	38,450	43,250	48,100	51,950	55,750	59,600	63,450
SKAGIT	50	19,850	22,700	25,500	28,350	30,600	32,900	35,150	37,400
	80	31,750	36,300	40,800	45,350	49,000	52,600	56,250	59,900
SKAMANIA	50	17,850	20,400	22,950	25,500	27,550	29,600	31,600	33,650
	80	28,550	32,650	36,700	40,800	44,050	47,350	50,600	53,850
SNOHOMISH	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
SPOKANE	50	19,100	21,850	24,550	27,300	29,500	31,650	33,850	36,050
	80	30,600	34,950	39,300	43,700	47,150	50,650	54,150	57,650
STEVENS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
THURSTON	50	23,150	26,450	29,750	33,050	35,700	38,350	41,000	43,650
	80	37,000	42,300	47,600	52,900	57,100	61,350	65,550	69,800
WAHKIAKUM	50	18,900	21,600	24,300	27,000	29,150	31,300	33,450	35,600

SECTION V: APPENDIX A. 2005 LOW-AND MODERATE-INCOME LIMITS**Appendix A: 2005 Income Limits**

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
	80	30,250	34,550	38,900	43,200	46,650	50,100	53,550	57,000
WALLA WALLA	50	17,950	20,500	23,100	25,650	27,700	29,750	31,800	33,850
	80	28,750	32,850	36,950	41,050	44,300	47,600	50,900	54,150
WHATCOM	50	20,250	23,150	26,050	28,950	31,250	33,600	35,900	38,200
	80	32,400	37,050	41,700	46,300	50,050	53,750	57,450	61,150
WHITMAN	50	18,400	21,050	23,650	26,300	28,400	30,500	32,600	34,700
	80	29,450	33,650	37,850	42,100	45,450	48,800	52,200	55,550
YAKIMA	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700

SECTION V: APPENDIX B. FEDERAL AND STATE REGULATIONS

Jurisdictions receiving Community Development Block Grant funds must follow a number of federal and state regulations. These laws cover a wide range of activities, such as labor practices, environmental impacts, and civil rights. Listed below are some of the most important regulations that could apply to projects involving CDBG funds. This is a preliminary list and by the time funds are released, it could change, depending upon actions at the federal level. Each regulation is annotated to give the applicant some idea of the requirements that must be met. Since this is only a summary and is not meant to be a comprehensive description of each law, please contact the State Department of Community, Trade and Economic Development if you need more detailed information.

Federal Regulations

Public Law 88-352, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) (24 CFR Part 1)

The law provides that no person in the United States shall, on the grounds of race, color, or national origin, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Public Law 90-284, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.)

The law prohibits any person from discriminating in the sale or rental of housing, the financing of housing or the provisions of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, handicap, familial status, or national origin.

Executive Order 11063, As Amended by Executive Order 12259 (24 CFR Part 107)

Necessary and appropriate action must be taken to prevent discrimination because of race, color, religion, creed, sex or national origin; in the sale, leasing, rental and other disposition of residential property and related facilities (including land to be developed for residential use); or in the use or occupancy thereof if such property and related facilities are, among other things, provided in whole or in part with the aid of loans, advances, grants or contributions from the federal government.

Section 104(b)4 of the Housing and Community Development Act of 1974, As Amended

The Grantee must comply with the provisions of Section 104(b)4 of the Housing and Community Development Act of 1974, as amended through 1992, which requires that the Grantee will identify its community development and housing needs, including the needs of low-income persons and the activities to be undertaken to meet such needs.

Section 104(1) of the Housing and Community Development Act of 1974, As Amended through 1992. Protection of Individuals Engaged in Nonviolent Civil Rights Demonstration

The grantee must comply with the provisions of Section 104(1) of the Housing and Community Development Act of 1974, as amended through 1992, which requires that the Grantee must adopt and enforce a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and it must adopt and enforce a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

Section 109 of the Housing and Community Development Act of 1974, As Amended through 1992

No person in the United States shall, on the grounds of race, religion, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with federal community development funds made available pursuant to Title I of the Act.

Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101 et seq.)

No person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance.

Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794)

No otherwise qualified individual shall, solely, by reason of his or her handicap, be excluded from participation (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal assistance funds.

Section 3 of the Housing and Community Development Act of 1968 (12 U.S.C. 170 u) (24 CFR Part 135)

To the greatest extent feasible, opportunities for training and employment should be given to lower income persons residing within the unit of local government or the non-metropolitan county in which the project is located, and contracts for work in connection with the project should be awarded to eligible business concerns which are located in, or owned in substantial part, by persons residing in the project area.

Executive Order 11246, As Amended

Executive Order 11246 as amended applies to all federally assisted construction contracts and subcontracts. The grantee and subcontractors, if any, shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. The grantee or subcontractors will make their books and records available to state and federal officials for purposes of investigation to ascertain compliance.

Section 110 of the Housing and Community Development Act of 1974, As Amended through 1992

All laborers and mechanics employed by contractors or subcontractors on construction work assisted under the Act shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276-a- 276a-5). However, these requirements apply to rehabilitation of residential property only if such property is designed for residential use for eight or more families.

Davis-Bacon Act, As Amended (40 U.S.C. a - et seq.), Section 2; June 13, 1934, As Amended (48 Stat. 948.40 U.S.C. 276(c), Popularly Known as The Copeland Act

This Act mandates that all laborers and mechanics be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account except "permissible" salary deductions, the full amounts due at the time of payments, computed at wage rates not less than those contained in the wage determination issued by the U.S. Department of Labor. Weekly certified payrolls are required to be submitted to the federally-funded recipient by the contractor.

Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.)

According to this Act, no contract work may involve or require laborers or mechanics to work in excess of 40 hours in a work week, unless compensation of not less than one and one-half times the basic rate is paid for the overtime hours. If this Act is violated, the contractor or subcontractor is liable to any affected employee for unpaid wages as well as to the United States for liquidated damages.

Section 104(g) of the Housing and Community Development Act of 1974, As Amended through 1992

Recipients of community development funds made available pursuant to Title 1 of the Act assumes all the responsibilities for environmental review, decision-making, and action pursuant to the National Environmental Policy Act of 1969, that would apply to the Secretary of HUD were he to undertake such projects as federal projects.

The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321, et seq. and 24 CFR Part 58)

The purpose of this Act is to attain the widest use of the environment without degradation, risk to health or safety or other undesirable and unintended consequences. Environmental review procedures, including completing a checklist and determining and publishing a Finding of Significance or No Significance for a proposal, are a necessary part of this process. Pursuant to these provisions, the grantee must also submit environmental certifications to the Agency when requesting that funds be released for the project.

The Clean Air Act, As Amended (42 U.S.C. 7401, et seq.)

The Clean Air Act prohibits (1) engaging in, (2) supporting in any way or providing financial assistance for, (3) licensing or permitting or (4) approving any activity which does not conform to the state implementation plan for natural primary and secondary ambient air quality standards.

HUD Environmental Standards (24 CFR, Part 51, Environmental Criteria and Standards and 44 F.R. 40860-40866, July 12, 1979)

The HUD Environmental Standards prohibit HUD support for most new construction of noise-sensitive uses on sites having unacceptable noise exposure. HUD assistance for the construction of new noise-sensitive uses is prohibited in general for projects with unacceptable noise exposures and is discouraged for projects with normally unacceptable noise exposure.

Executive Order 11990, May 24, 1977: Protection of Wetlands (42 F.R. 26961, et seq.)

The intent of this Executive Order is (1) to avoid, to the extent possible, adverse impacts associated with the destruction or modification of wetlands; and (2) to avoid direct or indirect support of new construction in wetlands wherever there is a practical alternative. In making this determination, the grantee may take into account economic, environmental, and other pertinent factors.

The Wild and Scenic Rivers Act of 1968, As Amended (16 U.S.C. 1271, et seq.)

The purpose of this Act is to preserve selected rivers or sections of rivers in their free-flowing condition, to protect the water quality of such rivers, and to fulfill other vital national conservation goals. Federal assistance by loan, grant, or other mechanism cannot be provided to water resources construction projects that would have a direct and adverse effect on any river included or designed for study or inclusion in the National Wild and Scenic River System.

Executive Order 11988, May 1978: Floodplain Management (42 F.R. 26951, et seq.)

The intent of this Executive Order is to (1) avoid, to the extent possible, adverse impacts associated with the occupancy and modification of floodplains and (2) avoid direct or indirect support of floodplain development wherever there is a practical alternative. If the grantee proposes to conduct, support or allow an action to be located in the floodplain, the grantee must consider alternatives to avoid adverse effects and incompatible involvement in the floodplains. If siting in a floodplain is the only practical alternative, the grantee must, prior to taking any action: (1) design or modify its actions in order to minimize a potential harm to the floodplains; and (2) prepare and circulate a notice containing an explanation of why the action is proposed to be located in a floodplain.

Coastal Zone Management Act of 1972, As Amended (16 U.S.C. 1451, et seq.)

The intent of this is to preserve, protect, develop, and where possible, restore or enhance the resources of the nation's coastal zone. Federal agencies cannot approve assistance for proposed projects that are inconsistent with the state's coastal management program, except upon a finding by the U.S. Secretary of Commerce that such a project is consistent with the purpose of this chapter or necessary in the interests of national security.

The Endangered Species Act of 1973, As Amended (16 U.S.C. 1531, et seq.)

The intent of this act is to ensure that all federally assisted projects seek to preserve endangered or threatened species. Projects must not jeopardize the continued existence of endangered and threatened species or result in the destruction of or modification of habitat of such species, which is determined by the U.S. Department of the Interior, after consultation with the state, to be critical.

The Reservoir Salvage Act of 1960 (16 U.S.C. 469 et seq.), Section 3 (16 U.S.C. 469 a-1), As Amended by the Archaeological and Historic Preservation Act of 1974)

The Reservoir Salvage Act provides for the preservation of historical and archaeological data (including relics and specimens) that might otherwise be irreparably lost or destroyed as a result of any alteration of the terrain caused by any federal construction project or federally-licensed activity or program. Whenever any federal agency finds, or is notified in writing by an appropriate historical or archaeological authority, that its activities in connection with any federal construction project or federally-licensed project, activity or program may cause irreparable loss or destruction of significant scientific, prehistoric, historical or archaeological data, the federal agency must notify the U.S. Secretary of Interior in writing and provide appropriate information concerning the project, program or activity.

The Safe Drinking Water Act of 1974 (42 U.S.C. Section 201, 300(f) et seq. and U.S.C. Section 349 as amended, particularly Section 1424(e) (42 U.S.C. Section 300H-303(e))

The Safe Drinking Water Act, as amended, is intended to protect underground sources of water. No commitment for federal financial assistance, according to this Act, shall be entered into for any project which the U.S. Environmental Protection Agency determines may contaminate an aquifer which is the sole or principal drinking water source for an area.

The Federal Water Pollution Control Act of 1972, As Amended including the Clean Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251, et seq.)

The Water Pollution Control Act, as amended provides for the restoration of chemical, physical and biological integrity of the nation's water.

The Solid Waste Disposal Act, As Amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901, et seq.)

The purpose of this Act is to promote the protection of health and the environment and to conserve valuable material and energy resources.

The Fish and Wildlife Coordination Act of 1958, As Amended (16 U.S.C. Section 661, et seq.)

The Act assures that wildlife conservation receives equal consideration and is coordinated with other features of water resource development programs.

EPA List of Violating Facilities

Grantees must ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the U.S. Environmental Protection Agency's list of Violating Facilities and that it will notify the Agency of the receipt of any communication from the Director of the EPA office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by EPA.

Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (16 U.S.C. 469 a-1, et seq.)

Grantees must, in connection with its performance of environmental assessments under the NEPA take the following steps:

1. Consult with the State Historical Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.0) by the proposed activity; and
2. Comply with all requirements established by the state to avoid or mitigate adverse effects upon such properties.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) as Amended in 1989

Grantees must inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations of 49 CFR Part 24 and 24 CFR 570.496(a).

The grantee must also certify that it is following a "residential anti-displacement and relocation assistance plan." The plan must contain two components -- a requirement to replace all low income dwelling units that are demolished or converted to a use other than low income housing as a direct result of the use of CDBG assistance and a relocation assistance component.

The grantee must provide relocation payments and offer relocation assistance as described in the Act to all persons displaced as a result of rehabilitation, demolition, or acquisition of real property for an activity assisted under the Community Development Block Grant Program. Such payments and assistance must be provided in a fair and consistent and equitable manner that ensures that the relocation process does not result in a different or separate treatment of such persons on account of race, color, religion, national origin, familial status, handicap, sex or source of income.

The grantee must assure that, within a reasonable period of time prior to displacement, decent, safe, and sanitary replacement dwellings will be available to all displaced families, individuals, businesses, nonprofit organizations, and farms and that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, familial status, handicap, sex, or source of income.

Section 104(d) of the Housing and Community Development Act of 1974, As Amended through 1992

Grantees must adopt a residential anti-displacement and relocation assistance plan. The plan must: (1) provide for one-for-one replacement of low income dwelling units demolished or converted to use other than low to moderate housing as a direct result of the use of CDBG assistance; (2) provide for relocation assistance; and (3) describe steps to minimize displacement.

Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831)

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831) prohibits the use of lead-based paint in residential structures constructed or rehabilitated with federal assistance.

Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments (24 CFR Part 85)

Grantees must comply with the guidelines of Federal Circular A-87, which sets forth principles and standards for determining the costs allowable under grants and contracts involving federal funds.

U.S. Office of Management and Budget Circular A-102, "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments"

Grantees must comply with OMB Circular A-102 or any equivalent procedures and requirements that the state may prescribe. The Circular is the basis for a number of specific requirements on the financial management and record keeping of CDBG funds. The directive applies to cash depositories, bonding and insurance, record keeping, program income, property management, procurement, close-out, audit, and other requirements. The following Attachments to OMB Circular A-102 do not specifically apply to the grantee's project: "Attachment D - Waiver of Single State Agency Requirements," "Attachment F - Matching Share," and "Attachment M - Standard Forms for Application."

Non-Federal Government Audit Requirements (24 CFR Part 44)

Grantees must comply with the requirements of 24 CFR Part 44, which requires that any Grantee receiving \$100,000 in federal funds, during any year, to have an audit performed for that year. Grantees receiving between \$25,000 and \$100,000 in federal funds, during any year, shall have an audit performed in accordance with generally accepted auditing standards and the following federal auditing standards:

- A. Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, issued by the U.S. General Accounting Office (GAO);
- B. The Single Audit Act of 1984 (P.L. 98-502); and
- C. Circular A-128, Audits of State and Local Governments, issued by the U.S. Office of Management and Budget (OMB).

State Regulations

Prevailing Wages, RCW 39.12

This statute mandates that prevailing wages, as determined by the State Department of Labor and Industries, be paid to workers performing under public works contracts.

Uniform Relocation Assistance and Real Property Acquisition Policy Act, RCW 8.26

Grantees must comply with the provisions of Chapter 8.26 RCW and WAC 365-24 when its activities involve any acquisition of real property assisted under this contract and or the displacement of any family, individual, business, nonprofit organization or farm that results from such acquisition.

State Environmental Policy Act (SEPA, RCW 43.21(c))

Local agencies will (1) require environmental checklists from private and public entities considering an action potentially subject to an Environmental Impact Statement requirement of SEPA; (2) make "threshold determinations that such an action will not have a significant environmental impact; (3) provide for the preparation of draft and final EIS if the determination under (2) above is yes; and (4) circulate such EIS's to other agencies and interested parties.

Shoreline Management Act, RCW 90.58

This Act defines a planning program and a permit system which are initiated at the local government level under state guidance. Its purpose is to protect and enhance the state's shorelines, and it includes a comprehensive shoreline inventory process and master program for regulation of shoreline uses. A permit application at the local level must be in compliance with those plans if substantial developments and shoreline modifications occur, and a record of the application and decision must be submitted to the state.

State Building Code, RCW 19.27, and Provisions in Buildings for Aged and Handicapped Persons, RCW 70.92

Grantees must comply with the provisions of Chapter 19.27 RCW and Chapter 70.92 RCW and regulations for Barrier Free Facilities adopted by the Washington State Building Code Advisory Council pursuant to these statutes.

The State Building Code provides for a uniform state building code and mandates counties, cities and towns to administer and enforce its provisions. Local governments are authorized to modify the state building code to fit local conditions as long as such modifications do not provide for weaker control than the minimum standards and objectives called for in the state code.

State Noise Control Act of 1979, RCW 70.107

Objectives of this Act are to assist local governments in implementing local noise ordinances and to control and reduce excessive noise in Washington State.

State Open Public Meeting Act, RCW 42.30

All meetings of the governing body which pertain to this contract shall be open to the public except those where specific provision is made for executive sessions pursuant to Section 42.30.110 of the statute.

RCW 49.60 Law Against Discrimination

Grantees must comply with the provisions of Chapter 49.60 RCW in all activities relating to this contract.

RCW 39.39 Interlocal Cooperation Act

The Interlocal Cooperation Act establishes, as state policy, the authority for local governments, including special purpose districts and Indian tribes, to enter into agreements for providing a broad spectrum of cooperative services. Local governments undertaking joint community development projects can use this Act as a means for establishing interlocal agreements.

State Coastal Zone Management Program

Grantees must consult with the State Coastal Zone Management Agency (Department of Ecology) and must certify that the project is consistent with the State Coastal Zone Management Program.

Governor's Executive Order 89-10, December 11, 1989: Protection of Wetlands, and Governor's Executive Order 90-04, April 21, 1990: Protection of Wetlands

Grantees must ensure that any activities that would adversely affect wetlands are avoided and unavoidable impacts are mitigated. For the purposes of this requirement, mitigation means: (1) avoiding the impact altogether by not taking certain action or part of an action; (2) minimizing impacts by limiting the degree or magnitude of the action and its implementation, by using appropriate technology, or by taking affirmative steps to avoid or reduce impacts; (3) rectifying the impact by repairing, rehabilitating, or restoring the affected environment; (4) reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action; (5) compensating for the impact by replacing, enhancing, or providing substitute resources or environments; and (6) monitoring the impact and taking appropriate corrective actions.

Emergency work that is essential to save lives and protect property and public health is exempt from these provisions.

SECTION V: APPENDIX C. PUBLIC HEARING HANDOUT (SPANISH VERSIÓN)

washington state department of
community, trade and economic development

Subvención Global Para Desarrollo Comunitario

División de Gobierno Local

Para mas información

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Introducción:

El programa de Subvención Global para Desarrollo Comunitario del Estado de Washington (CDBG) proporciona fondos sobre una base competitiva para vivienda local, instalaciones públicas y comunitarias, desarrollo económico y proyectos de planificación que benefician principalmente a los hogares de ingresos bajos y moderados.

Los fondos para el programa CDBG del Estado de Washington son despendidos por el Departamento de Viviendas y Desarrollo Urbano de los Estados Unidos. El Programa de Subvención para el Desarrollo Comunitario (CDBG) de estado de Washington esta deseando para financiar hogares locales, albergues públicos, desarrollos económicos y desarrollar proyectos cuyo **propósito** principal es beneficiar a las familias de bajos y moderados recursos económicos. Esto resultar en un beneficio para toda la comunidad.

Fondos Disponibles

Históricamente, se han distribuido aproximadamente \$18 millones en fondos federales sobre una base anual, a través de los siguientes **propuesto** fondos de concesión:

- **Concesión de Propósito General** **\$7,500,000**
 Contacto: Bill Prentice
 Ciclo de concesión anual durante el cual los solicitantes elegibles pueden pedir hasta \$1,000,000 por solicitud para proyectos de vivienda local, instalaciones públicas, instalaciones de la comunidad, o de desarrollo económico/microempresas, principalmente en beneficio de personas de ingresos bajos y moderados. La fecha de vencimiento para el ciclo de concesión de 2005 es el 18 de noviembre de 2004, con anuncio de la decisión en el medio de Marzo 2005.
- **Concesión de Fondos de Inversión de la Comunidad** **\$5,169,300**
 Contacto: Janice Roderick
 CDBG El Programa de Fondos de Inversión de la Comunidad proporciona a las comunidades elegibles la oportunidad de obtener acceso a asistencia técnica y financiera asta \$1,000,000 por cada aplicación a lo largo del año para proyectos prioritarios de desarrollo comunitario y económico. Se proporciona asistencia técnica a través del proceso de alcance y visitas en el lugar a las comunidades del Equipo Económico de Revitalización de la Comunidad de Washington (Washington Community Revitalization Team (WaCERT) Las concesiones potenciales están coordinadas por medio del Equipo de Recursos del Departamento de Desarrollo Comunitario, Comercial y Económico (CTED's Resource Team), para dirigir proyectos prioritarios identificados a través del WaCERT o las Iniciativas de la Comunidad de Empresa Rurales (Rural Enterprise Community Initiatives).
- **Concesión para Planificación Solamente** **\$ 600,000**
 Contacto: Janice Roderick o Sheila Lee-Johnston
 Las Concesiones para Planificación Solamente se proporcionan a las comunidades elegibles sobre una base de disponibilidad de fondos, para una gama amplia de actividades de planificación dirigidas hacia la salud pública y asuntos de seguridad; para responder a los mandatos estatales y federales;

para mejorar servicios esenciales para individuos de ingresos bajos y moderados; o, para completar los pasos necesarios dentro de una estrategia de desarrollo comunitario más amplia. Se encuentran disponibles concesiones de hasta \$35,000. El consorcio de solicitantes elegibles puede solicitar hasta \$50,000.

- **Concesión de Amenaza Inminente** **\$ 300,000**
 Contacto: Bill Prentice
 Fondos para cubrir emergencias únicas que representan una amenaza seria e inmediata a la salud y la seguridad pública, sobre una base de disponibilidad de fondos. Tan pronto que la declaración de emergencia es en debida formal, los fondos se encuentran disponibles para concesiones suplementarias a los contratos existentes.
- **Concesión para Mejora de la Vivienda** **\$1,000,000**
 Contacto: Sharon Robinson o Dwight Edwards
 Fondos acompañantes en apoyo de las solicitudes de prioridad presentadas ante el Fondo de Vivienda del Estado de Washington (Washington State Trust Fund.)
- **Concesión para Revitalizar Vecindarios** **\$1,500,000**
 Contacto: Dwight Edwards
 Fondos para ayudar vecindarios revitalizar viviendas local. Se encuentra disponibles concesiones de hasta \$500,000.
- **Concesión para Servicios Públicos** **\$1,775,000**
 Contacto: Kaaren Roe
 Las concesiones se hacen disponibles a través de los condados a 15 agencias de acción comunitaria que sirven a áreas que no reciben asistencia financiera directa para actividades que sirven a las personas de ingresos bajos y moderados. El financiamiento se proporciona por fórmula y administración coordinadas por el Programa Estatal de Subvención Global para Desarrollo Comunitario.
- **Portafolio de Empréstito Comercial**
 Contacto: Dan Riebli
 Actualmente, se utilizan en Washington cuatro tipos de préstamos de subvención global para ayudar a los negocios:
 - Préstamos Flotantes
 - Los préstamos del Fondo Rural de Préstamos de Washington
 - Garantía de Préstamos bajo la Sección 108, por medio de HUD.
 - Concesiones para el desarrollo microempresa regional.

Guía de Elegibles

- Los solicitantes elegibles son ciudades y pueblos del estado de Washington con poblaciones menores de 50,000 o condados con poblaciones menores de 200,000 que son jurisdicciones que no reciben asistencia financiera directa o no son participantes en un Consorcio de Asistencia Financiera Directa del Condado Urbano de HUD.
- Naciones indias y organizaciones con propósitos especiales, tales como autoridades de hogares públicos, estritos portuarios, agencias de acción a la comunidad y consejos de desarrollo económico, no califican para solicitar directamente financiamiento al Programa de CDBG. Sin embargo, jurisdicciones que si califiquen pueden optar por incluir naciones indias o otras organizaciones en actividades financiadas por una subvención.
- Los proyectos deben beneficiar principalmente a las personas de ingresos bajos –y moderados-. Los ingresos bajos -y moderados- están definidos como 80 por ciento del ingreso medio del condado.
- Los solicitantes pueden presentar una solicitud en cada ciclo del financiamiento.

Requisitos de Participación Ciudadana Federal Para Solicitantes del Gobierno Local al Programa de CDBG

Regulación Federal 24 CFR 570.486(a)

(a) *Requisitos de participación ciudadana de una unidad general del gobierno local.* Cada unidad general del gobierno local, debe cumplir los siguientes requisitos como es solicitado por el estado, en el Sec. 91.115(e) de este artículo.

- (1) Contribuir y motivar a la participación ciudadana, particularmente en personas de recursos bajos y moderados quienes residen en condiciones precarias o áreas insalubres y áreas donde el Programa de CDBG tiene como objetivo apoyar con financiamiento;
- (2) Asegurar que los ciudadanos tengan acceso oportuno y suficiente a reuniones locales, información y estadísticas relacionadas a la unidad de gobierno local que ha sido propuesta o que utiliza los fondos de financiamiento del programa de CDBG;
- (3) Proveer información a los ciudadanos, incluyendo:
 - i. La cantidad de financiamientos del de CDBG que se espera sea otorgada en el año fiscal en curso (incluyendo las subvenciones y los ingresos anticipados del programa);
 - ii. El tipo de actividades probables a llevarse a cabo con el financiamiento del de CDBG;
 - iii. La cantidad estimada de financiamientos del de CDBG propuesta para ser usada en actividades que cumplirán con el objetivó nacional de beneficiar a personas de bajos recursos económicos; y
 - iv. Las actividades propuestas del programa de CDBG que son probables de resultar declinadas y la unidad general de gobierno y los planes de reemplazo requeridos bajo el Sec. 570.488
- (4) Proveer asistencia técnica a grupos representativos de personas de bajos y moderados recursos que soliciten ayuda en el desarrollo de sus propuestas de acuerdo con el procedimiento desarrollado por el estado. Dicha asistencia no incluye proveer financiamiento a tales grupos;
- (5) Participar en un mínimo de dos audiencias públicas, cada una en diferentes etapas del programa, con el propósito de obtener puntos de vista de los ciudadanos y responder a propuestas y preguntas. La audiencia en conjunto debe cubrir las necesidades de casa y desarrollo en la comunidad, desarrollo de actividades propuestas y la revisión del cumplimiento del programa. La audiencia pública que cubre el desarrollo de la comunidad y las necesidades de casa debe ser llevada a cabo en la fecha y lugares convenientes a beneficiarios actuales a potenciales, con lugares accesibles para discapacitados. Las audiencias publicas deben llevarse a cabo de cierta forma que cumplan las necesidades de residentes que no hablen Inglés ya que se espera que un numero razonable de estos participe en el programa.
- (6) Informar a los ciudadanos con suficiente anticipación, y oportunidad de comentar al respecto, sobre actividades propuestas en solicitud al estado y, por subvenciones ya efectuados, actividades que sean propuestas para agregarse, eliminarse a ser cambiadas substancialmente de la solicitud de unidad general de gobiernos locales al estado. **Cambiadas substancialmente** significa que los cambios sean en términos de objetivó, alcance, lugar o beneficiario, como es definido bajo el criterio establecido por el estado.
- (7) Proveer a los ciudadanos la dirección, el teléfono y las fechas y horario para entregar quejas y objeciones, y proveer oportunas respuestas por escrito a quejas entregadas por escrito, dentro de los primeros 15 días hábiles, cuando así pueda aplicarse.